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Office Memorandum • UNITED STATES GOVERNMENT

TO : Asst. Chief, Space, Maintenance & Facilities

DATE: 4 May 1953

FROM : Chief, Building Maintenance and Utilities

SUBJECT: Report of Operation by the Building Maintenance and Utilities
 Branch during the month of April 1952 and April 1953.

Volume:

	<u>1952</u>	<u>1953</u>
1. Requests for services processed during month of April.		
A. New requests by memorandum or requisition	388	248
B. On hand prior to April 1.	<u>13</u>	<u>36</u>
Total	401	284
C. Written orders placed with GSA	253	172
D. Number on hand and no action as of 30 April	14	20
E. On hand 60 days or more and not yet submitted to GSA.	0	*1 <i>why</i>
2. Funds obligated during the fourth quarter of Fiscal Year.		
A. Fourth Quarter Encumbrances		
1. Routine alterations and installations	\$18,300	\$18,583
2. Special Projects		
a. Renovations (6615-20)	100,516	15,725
b. Renovations (Other)	<u>2,080</u>	<u>450</u>
	\$102,596	\$16,175
3. Protective Service (GSA Guards)		
a. 185 reimbursable posts	\$66,393	\$101,890
b. Non-reimbursable posts		
4. Laborers and Trucks (From GSA)	<u>5,333</u>	<u>5,333</u>
Total funds obligated	\$71,726	\$107,223
3. Sums paid to GSA during December against orders encumbered in third quarter		
1. Alterations and Installations	\$37,644	\$27,611
2. Guards	77,399	93,497
3. Laborers and Trucks	474	12,572
4. Elevator	59	
5. Firemen-Laborers	1,660	1,824
6. Janitor		19
7. National Security Council	<u>66</u>	
	\$117,302	\$135,523

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	<u>1952</u>	<u>1953</u>
4. Work Load Status		
A. Orders submitted to GSA non-reimbursable		
In writing	15	22
Verbal	350	300
B. Inter-office memorandum	79	36
Inter-Agency letters	9	4
C. Space moves during April	31	6
Total personnel moved	805	46
Estimated cost	\$7,333	\$8,056
D. Number of requests on which orders have been placed but work has not been completed.		
30 days old	104	
60 days old	56	
90 days old	17	
120 days old	29	
	<u>206</u>	

*Request for 7½ ton air conditioning unit for RI. *why,*

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